

**City of Seattle**  
**Civil Service Commission**  
**January 19, 2011**

**APPROVED FEBRUARY 16, 2011**

**Call to Order:** Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

**In Attendance:**

Commission Chair Steven Jewell  
Commissioner Ellis H. Casson  
Commissioner Gregg Hiramawa  
Glenda Graham-Walton, Executive Director  
Teresa Jacobs, Administrative Staff Assistant  
Gary Smith, Assistant City Attorney

**PUBLIC COMMENT**

No one signed up to speak.

**ACTION ITEMS**

**1. Approval of Minutes:**

**Approval of December 15, 2010 Meeting Minutes:** Commissioner Hiramawa moved to approve the minutes. Commissioner Casson seconded the motion. The motion passed.

**2. Review Monthly Case Status Report & Appeal-New, Review & Update:**

The Commission reviewed the monthly case status report.

- ❖ The Executive Director provided the Commission updates on current Civil Service Commission appeals:

**New Appeals:**

**Chan v. Parks-CSC No. 10-04-021:** The appeal will be delegated to the Office of the Hearing Examiner.

- **Woods v. Human Services Department-CSC No. 10-01-022:** The appeal will be assigned to a Civil Service Commission hearing officer.
- **Manion v. Personnel-CSC No. 11-04-001:** The Commission will determine whether appellant's appeal filed on January 4, 2011 is within the Commission's jurisdiction. Commissioner Hiramawa will be the Reviewing Officer.

- **Manion v. Personnel-CSC No. 11-07-002:** The appeal will be assigned to a Civil Service Commission Hearing Officer.

**Review:**

- **Tiura v. HSD-CSC No. 10-01-019:** The appeal was delegated to the Office of the Hearing Examiner (OHE). A Petition for Review was filed by the Respondent on January 10, 2011, for review of the Executive Director's determination regarding jurisdiction. The PFR stated the Order issued January 4, 2011 delegating to the OHE did not contain specific assertions of jurisdiction and no response to the department's request for a briefing schedule. The Petition for Review will be forwarded to the Office of the Hearing Examiner.

**DISCUSSION ITEMS**

3. **Status of Service Credit Legislation:** Commissioner Hirakawa briefed the Commission on the meeting he and the Executive Director attended with the Mayor's staff, regarding Service Credit Legislation. The Mayor's office issued a directive to the Personnel Department to proceed with drafting legislation by the end of first quarter. The Executive Director also reported that she and Commissioner Hirakawa met with Council Member Jean Godden, prior to the Mayor about the proposed legislation and Ms. Godden appeared to support of moving forward. Ms. Graham-Walton will meet with the Acting Personnel Director.
4. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track for the start of the year.
5. **Old/New Business:** None

**Adjourn: The meeting adjourned at 10:20 a.m.**

Respectfully Submitted:

/s/ Teresa R. Jacobs 2/16/2011

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Teresa R. Jacobs  
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 2/16/2011

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Steven A. Jewell, Commission Chair

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Date